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8 November 1965

MEMORANDUM FOR THE RECORD

Subject: Discussion with [redacted] Executive Officer, DDS

1. On 8 November 1965, I discussed the following items with [redacted]

a. Parking Space at Magazine Building - I advised [redacted] that Logistics Services Division [redacted] said an allotment of parking spaces had been made to the Office of the DDS and distribution would be made from there. I requested that we be allotted at least one space and [redacted] said he saw no reason why we couldn't get one but they are not ready to assign them now.

b. Hours of Work at Magazine Building - I informed [redacted] of the request from Logistics Office [redacted] that we observe 9:00 - 5:30 hours and that I had informed him our present hours are 8:30 - 5:00 but we ~~could~~ provide coverage from 8:00 - 5:00. [redacted] said that with such a small staff it wasn't essential for us to conform to the 9:00 - 5:30 schedule and I could adjust it any way I deemed best.

c. Inspection of Records Management Program - I told [redacted] that Mr. Earman advised me of his intention to continue the inspection program and probably this would be done by [redacted] I also advised [redacted] that I had seen a draft of the inspection report of the DDP area and it contained proposals for improvement of the Records Management Program which I agreed should be done.

[redacted] said they had not heard anything from the Inspection Staff relative to their review of the Agency Records Management Program.

d. Survey in Office of Public Affairs - Status of survey; completed inventory; obtained general agreement from [redacted] on retention and disposal of records. Effective 10 November I will assign [redacted] from Records Center to review some of the old records from a historical viewpoint to determine their value.

